

**Minutes of the Regular Meeting of the  
Alpena County George N. Fletcher Public Library  
Board of Trustees**

**Call to Order:** A meeting of the Alpena County Library Board of Trustees was called to order on Tuesday, June 28, 2022, at 4:00 pm. by President Joseph Garber.

**Present:**

Board of Trustees: Joseph Garber, Michelle Cornish, Mark Hunter, Quintin Meek, Ron Meneghel  
Staff: Beth DeCaire, Jessica Luther

**Minutes:** It was moved by Hunter with support from Meek to approve the minutes of the May 18, 2022, regular meeting of the Board of Trustees and the minutes of the June 6, 2022 special meeting with corrections. The motion passed.

**Treasurer's Report:** The Treasurer's Report was reviewed, and Garber directed it to be filed as presented subject to final audit. DeCaire added that the audit should be ready soon.

It was moved by Hunter with support from Cornish to remove Eric Magness-Eubank and add Jessica Luther as an authorized signatory for the Library bank accounts. The motion passed.

It was moved by Meek with support from Cornish to designate Luther as an authorized signatory for funds transfers. The motion passed.

**Review and Approval of Bills:** It was moved by Meneghel and supported by Hunter that both sets of bills as presented be approved. The motion passed.

**Friends of the Library Report:** No Friends representation. Luther reported that the Friends have scheduled dates for the used book sale, August 11-13.

**Old Business:**

- A. TBNMS Agreement:** Luther reported that she and Don La Barre will be meeting with Jeff Gray and Sarah Waters on July 12.
- B. Siding Issue:** A quote for the repair of the wall of the Currier Building was reviewed. Luther shared that Dr. Currier is prepared to move forward with the repair. Garber instructed Luther and DeCaire to review the cash flow projections to determine the appropriate timeline for moving forward. Garber also raised the question of it would be appropriate to use funds from the Community Foundation account for the repair. Further discussion will be at the July meeting.
- C. Building Issues:** Luther reviewed recent building issues including leaks from the HVAC equipment in Special Collections, the continued malfunction of the elevator, and a pattern of elevated energy costs. A quote for an energy assessment from Control Solutions was shared. Garber instructed Luther to determine if the scope of the assessment includes training for the

facilities staff. A decision on whether to pursue the assessment will be made at the July meeting.

**D. Policy Review:**

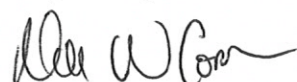
- a. Makerspace Acknowledgement of Risk and Release Form-** A revised document was presented to the board with revisions from Foster Swift. It was moved by Cornish with support from Meneghel to approve the form as presented. The motion passed. A copy of the form is attached to the minutes.
  - b. Meeting Room Policy-** Luther presented an updated meeting room usage policy. Consensus was to adopt new fee criteria. Garber instructed Luther to submit the policy for legal review through Foster Swift with revisions.
- E. Other:** Garber instructed Luther to add the millage renewal to the July 2022 regular meeting agenda.

**New Business**

- A. Compensation for Interim Director and Business Manager:** Garber instructed the library personnel committee to meet to determine an appropriate increase that would also be in line with the budget. The increase would be retroactive to June 6, 2022.
- B. Director Search:** Cornish will chair the search/hiring committee and begin recruitment of committee members. The committee will include board members, community stakeholders, and library department heads. Luther and De Caire will assist with drafting an updated job description and job posting.
- C. Letter from M. Cole:** The board acknowledged and reviewed a letter from Mary Cole. It was agreed that no response was required.
- D. Other:**
  - a. Operating Hours-** Due to staff shortages, Luther requested that the operating hours be adjusted for the months of July and August until additional staff can be trained appropriately. It was moved by Meek with support from Meneghel to approve the request. The motion passed. The temporary hours will be: Monday, Tuesday, Thursday, Friday 9:00 am-7:00 pm, Wednesday 9:00 am-8:00 pm, Saturday 9:00 am-4:00 pm.
  - b. Trustee Workshop-**Garber shared that he and Cornish will be attending a trustee roundtable hosted by the Library of Michigan on July 14, 2022. He encouraged attendance by other board members.

**Adjournment:** President Garber declared the meeting adjourned at 5:19 pm. The next regular meeting will be Wednesday, July 20, 2022, at 4:00 pm.

Respectfully submitted,



Michelle Cornish  
Secretary



Jessica Luther  
Recording Secretary

## **ALPENA COUNTY GEORGE N. FLETCHER PUBLIC LIBRARY MAKERSPACE ACKNOWLEDGEMENT OF RISK & RELEASE FORM**

The Makerspace at Alpena County George N. Fletcher Public Library (ACGNFPL) is an innovative, creative, collaborative, and educational space with access to advanced software, emerging technologies, and coworking spaces.

In consideration for participation in the activities of Alpena County George N. Fletcher's Makerspace, the participant agrees to the following waiver and release:

### **A. Assumption of Risk**

I acknowledge that there are inherent risks in the use of tools, equipment, devices, and hazardous materials of any kind commonly used in electronics construction, fabrication, software design and other technology related activities and that my voluntary participation in such activities and/or use of such items may result in injury, illness, death or damage to me or my personal property. Further, such risks and dangers may be caused by myself, guests or other participants. Such injury, illness death or damage to me or my personal property may arise from foreseeable or unforeseeable causes. I hereby fully and knowledgeably assume all such risks and any others which arise because of my use of the Makerspace at Alpena County George N. Fletcher Public Library. I also agree to comply with training requirements and safety protocols for each piece of equipment.

### **B. Release of Liability**

I waive and release all claims against the Makerspace/Alpena County George N. Fletcher Public Library, its members, officers, employees, agents, volunteers, board members and assigns from any and all liability arising out of any damage, loss or injury to me or my property while participating in any activity on the premises of ACGNFPL and/or using any equipment owned by ACGNFPL or another member or guest of ACGNFPL regardless of whether such loss or injury is as a result of negligence of ACGNFPL or its members, officers, employees, guests, agents, volunteers, board members and assigns, or is a result of some other cause.

### **C. Covenant Not to Sue**

I will not, under any circumstances, initiate any legal action against ACGNFPL, its members, volunteers, officers, employees, board members and assigns, nor will I assist in the prosecution of any such legal action filed by another, arising out of an injury to me or my property while participating in the activities conducted by or occurring at ACGNFPL. This covenant extends to include the heirs, executors, administrators and assigns of participant.

### **D. Recordings**

I acknowledge that the Makerspace events may be recorded in audio, visual, and/or audiovisual media and I consent to the making and use of such recordings by ACGNFPL and/or its licensees for any purpose. I release ACGNFPL by reason of the making and/or use of any such recordings. I grant to ACGNFPL the right to use my name and likeness in any media form.

### **E. Third Party Indemnification**

I indemnify, save and hold harmless The Makerspace /ACGNFPL, its members, officers, employees, volunteers, agents, board members and assigns from any and all losses, claims, actions or proceedings of every kind and character which may be initiated by any other persons or organizations and which arise directly or indirectly from my actions while engaged in the activities conducted by or occurring in the Makerspace/ACGNFPL. I hereby acknowledge that I have carefully read all of the above provisions, fully understand, and voluntarily sign this document as a condition of participation in the Makerspace at ACGNFPL.

**F. Damages**

I agree to pay for any damages sustained to ACGNFPL property as a result of participation in activities at the Makerspace /ACGNFPL. Payment shall be made directly to Alpena County George N. Fletcher Public Library within thirty days of receipt of a bill for damages and I am responsible for all costs associated with collection.

*By my signature below, I acknowledge that I have carefully read this agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this agreement, including the Release of Liability and Indemnification of Section E. I am sufficiently informed about the Makerspace activities and risks involved to decide whether to sign this agreement.*

Name of Participant (printed) \_\_\_\_\_ Age \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Library Card No.: \_\_\_\_\_  
Signature of Participant \_\_\_\_\_ Today's Date \_\_\_\_\_

**FOR MINOR PARTICIPANTS**

*By my signature below, I acknowledge that I am a legal guardian or other person legally responsible for the Minor Participant with authority to sign this agreement for and on behalf of the Minor Participant. I have carefully read this agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this agreement, including the Release of Liability and Indemnification of Section E., for and on behalf of the Minor Participant, who is sufficiently mature and healthy to participate in the Makerspace activities. I am sufficiently informed about the Makerspace activities and risks involved to decide whether to sign this agreement for the Minor Participant. I attest that I am eighteen (18) years of age or older.*

Name of Minor Participant (printed) \_\_\_\_\_ Age \_\_\_\_\_  
Name of Responsible Party (printed) \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Library Card No.: \_\_\_\_\_  
Signature of Responsible Party \_\_\_\_\_ Today's Date \_\_\_\_\_

**Internal Use Only** \_\_\_\_\_

Participant has completed training on (check all that apply):

- |   |                |             |
|---|----------------|-------------|
| <input type="checkbox"/> 3D Printer             | Trainer: _____ | Date: _____ |
| <input type="checkbox"/> Button Maker           | Trainer: _____ | Date: _____ |
| <input type="checkbox"/> Cordless Drill         | Trainer: _____ | Date: _____ |
| <input type="checkbox"/> Cricut Cutting Machine | Trainer: _____ | Date: _____ |
| <input type="checkbox"/> Grommet punch          | Trainer: _____ | Date: _____ |
| <input type="checkbox"/> Mutoh Valuejet Printer | Trainer: _____ | Date: _____ |
| <input type="checkbox"/> Oculus Rift            | Trainer: _____ | Date: _____ |
| <input type="checkbox"/> Oculus Quest           | Trainer: _____ | Date: _____ |
| <input type="checkbox"/> Sewing Machine         | Trainer: _____ | Date: _____ |
| <input type="checkbox"/> Soldering Iron         | Trainer: _____ | Date: _____ |